

# READY TO RESPOND



State of Alaska  
*Sean Parnell, Governor*

Department of Health and Social Services  
*William J. Streur, Commissioner*



## This Plan Belongs to:

---

## Last Revised:

---

---

**This document can be downloaded online at:**

<http://dhss.alaska.gov/dph/Emergency/Pages/prepared/default.aspx>

This document, published in 2013 by the Alaska Department of Health and Social Services, Division of Public Health, Section of Emergency Programs Health Emergency Response Operations, is public information and may be used accordingly. However, photographs are used through a lease agreement through Beacon Publishing & Design and may not be used for any other purpose. All rights reserved. June 2013.

State of Alaska  
*Sean Parnell, Governor*

Department of Health and Social Services  
*William J. Streur, Commissioner*





<b>Preparedness</b>	<b>5</b>
Introduction	
How to Use This Document	
Understand Alaska's Hazards	
Recognize the Impacts	
Online Resources	
<b>Response Plan</b>	<b>11</b>
Actions to Take	
<b>Communications</b>	<b>15</b>
Locating Family Members During an Emergency	
School/Daycare Emergency Response Procedures	
Check-in with Designated Contacts	
Alternative Meeting Locations	
Shelter-In-Place or Evacuate	
<b>Family</b>	<b>23</b>
Medical History for Family Members	
Alternative Care Plan for Dependents	
Alternative Care Plan for Pets	
Pet Identification	
Evacuating Pets	
Service Animals	
<b>Property</b>	<b>35</b>
Insurance	
Vital Records and Financial Information	
Financial Information	
Emergency Supplies and Kits	
Evacuation Go-Kits	
Vehicle/Winter Survival Kit	
Home Utility Controls	
<b>Work</b>	<b>43</b>
Employer's Emergency Response Plan	
Employee Response	
Staff Support During Disasters	
<b>Volunteering</b>	<b>49</b>
Volunteering Your Time During a Disaster	
Volunteer Organizations in Your Community	

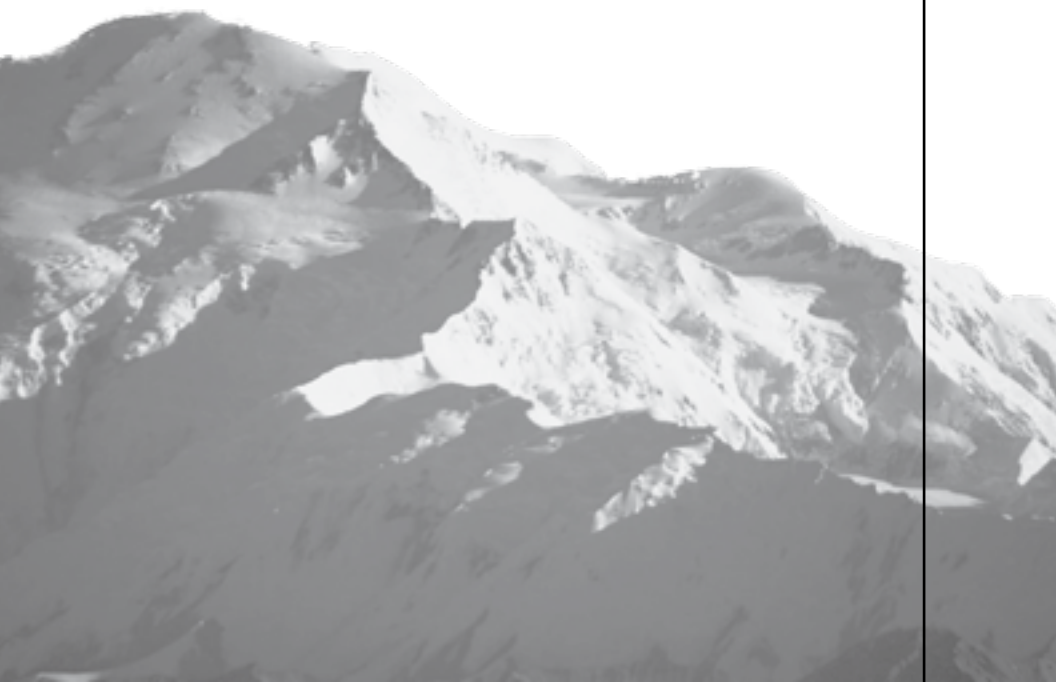
***During a disaster, turn to Response Plan on page 12.***



# Preparedness

## In this section...

- Introduction
- How to Use This Document
- Understand Alaska's Hazards
- Recognize the Impacts
- Online Resources





## Introduction

*Ready to Respond* is a guide to emergency planning for Alaskans who provide services critical to the health, life, and safety of other Alaskans. As a healthcare provider, disability service provider, social service provider, behavioral health specialist, first responder, or other worker, you have a responsibility to prepare to provide essential services to respond before, during, and after a disaster. While you may be used to responding to emergencies, preparing for disasters requires additional steps to prepare yourself and your family. Advance planning increases the chance that your family will remain safe during disasters and that you will be ready to respond.

## How to Use This Document

This disaster plan provides a flexible set of guidelines to prepare for and respond to a disaster. Some plan is better than no plan. Start somewhere – and start now. Developing a family communication is fast, simple, and useful in a variety of situations.

To make this disaster plan template your own, follow the steps below that are relevant to you and your family.



## Be Ready to Respond:

<b><i>Prepare</i></b>	<b><i>Pages</i></b>
<input type="checkbox"/> <i>Understand risks and impacts of Alaskan disasters</i>	8
<input type="checkbox"/> <i>Develop and keep current family medical information, including pets</i>	24-34
<input type="checkbox"/> <i>Gather and secure critical financial and insurance information</i>	36-37
<input type="checkbox"/> <i>Gather or purchase go-kits for home, work, vehicles, and pets</i>	40
<b><i>Plan</i></b>	
<input type="checkbox"/> <i>Make a family disaster communications plan</i>	16
<input type="checkbox"/> <i>Know emergency protocols for daycare, schools, work, elder care, and other relevant facilities</i>	17-18
<input type="checkbox"/> <i>Develop and practice evacuation plans near and away from home</i>	20-21
<input type="checkbox"/> <i>Develop alternate care plans for children, family members, and others who may require assistance in a disaster or while you are working long hours</i>	30-32
<b><i>Engage</i></b>	
<input type="checkbox"/> <i>Build and sustain you and your family's emergency preparedness and response capabilities</i>	12-13
<input type="checkbox"/> <i>Be part of emergency preparedness in your family's daycare, school, work, elder care, and other settings</i>	17-18, 45-47
<input type="checkbox"/> <i>Volunteer</i>	49

During a disaster, turn to Response Plan on page 12.





## Understand Alaska's Hazards

The potential for a disaster to occur - such as those listed below - exists everywhere. Select the hazards that are most likely to occur in your community.

- ☐ Earthquake
- ☐ Explosion
- ☐ Fire and wildland fire
- ☐ Flood/ice jam flood
- ☐ Hazardous materials and spills
- ☐ Industrial accident
- ☐ Infectious disease outbreak
- ☐ Infrastructure damage
- ☐ Landslide or avalanche
- ☐ Power Failure
- ☐ Severe weather
- ☐ Supply shortage
- ☐ Terrorism
- ☐ Tsunamis
- ☐ Volcano/ash fall
- ☐ Wildland fire
- ☐ Other \_\_\_\_\_

## Recognize the Impacts

The impacts of a disaster can be **devastating**. Based on what you identified in the list above, identify what is most likely to happen in your household and community.

- ☐ Confusion and lack of information
- ☐ Financial loss
- ☐ Family members who get separated
- ☐ Work response needs compete with family response needs
- ☐ Home or neighborhood becomes inaccessible
- ☐ Local stores close unexpectedly
- ☐ Home utilities are not available
- ☐ Telephone, internet, ATMs and bank services are disrupted
- ☐ Healthcare workers, first responders, and volunteers are expected to respond
- ☐ Emergency medical care is required and may involve medical surge
- ☐ Schools or daycare centers close with little or no notice
- ☐ Structural damage to home

## Online Resources

For more information about disaster response, visit one of the following websites:

### Alaska Resources:

- [www.ready.alaska.gov](http://www.ready.alaska.gov)
- [www.ready.alaska.gov/health](http://www.ready.alaska.gov/health)
- [www.akrespond.alaska.gov](http://www.akrespond.alaska.gov)
- [www.hss.state.ak.us](http://www.hss.state.ak.us)
- [www.alaska.redcross.org](http://www.alaska.redcross.org)
- [www.pandemicflu.alaska.gov](http://www.pandemicflu.alaska.gov)
- [www.muni.org/oem](http://www.muni.org/oem)

### National Resources:

- [www.aap.org](http://www.aap.org)
- [www.avma.org](http://www.avma.org) (Pets)
- [www.emergency.cdc.gov](http://www.emergency.cdc.gov)
- [www.disabilitypreparedness.gov](http://www.disabilitypreparedness.gov)
- [www.ready.gov](http://www.ready.gov)
- [www.ready.gov/responder](http://www.ready.gov/responder)
- [www.disability.gov/emergency\\_preparedness](http://www.disability.gov/emergency_preparedness)
- [www.training.fema.gov](http://www.training.fema.gov)
- [www.360financialliteracy.org](http://www.360financialliteracy.org)

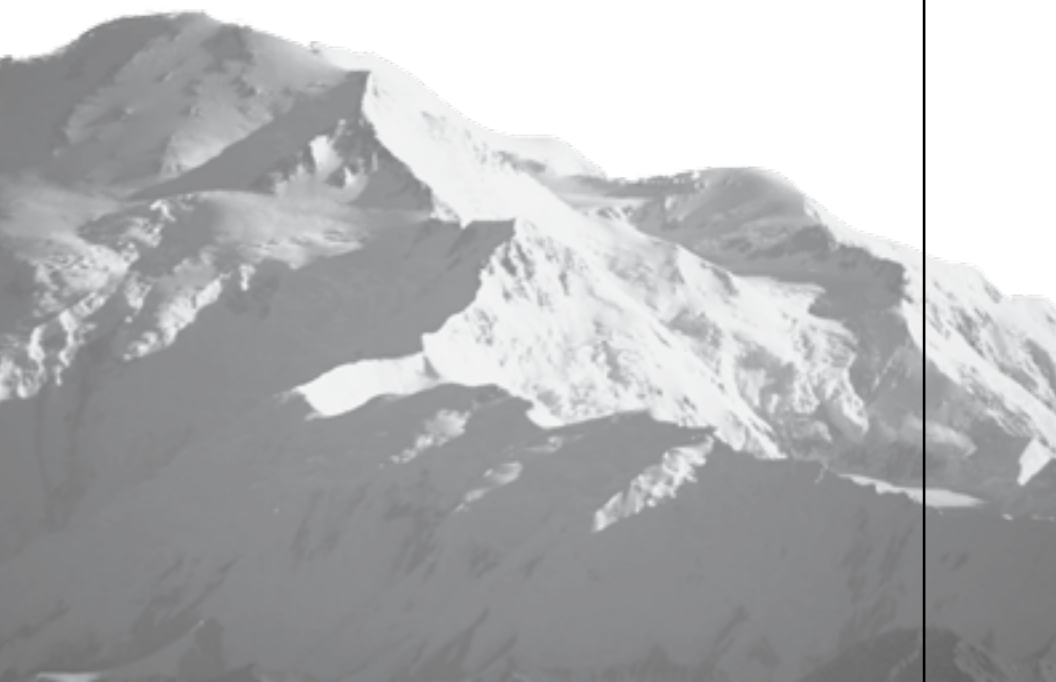




# Response Plan

In this section...

 *Actions to Take*





# Response Plan

Make sure your family has a plan in case of an emergency. Sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can find it in the event of a disaster.

## Actions to Take

Situation	Actions to Take
If you are called to work to respond to a disaster...	<ul style="list-style-type: none"> <li>• Make sure your family is safe and accounted for.</li> <li>• Follow organizational procedures for reporting to work (page 45).</li> <li>• Arrange for alternative caregivers for children, adult dependents and/or pets (pages 30-31).</li> </ul>





## In this section...

Locating Family Members During an Emergency

📎 *Emergency Contact Information*

School/Daycare Emergency Response Procedures

📎 *Emergency Procedures for School/Daycare*

Check-in with Designated Contacts

📎 *Local Emergency Contact Information*

📎 *Out-of-Town Emergency Contact Information*

Alternative Meeting Locations

📎 *Less Than 1 Mile From Home*

📎 *Greater Than 1 Mile From Home*

Shelter-In-Place or Evacuate

📎 *Shelter Information*

📎 *Emergency Radio and Television Stations*





Family members may be separated during an emergency. Keep contact information and alternate meeting places updated and practice using them as a family.

- ❑ Keep updated contact information for all family members, including personal, work, and school numbers.
- ❑ Include phone numbers and addresses for frequent hang-outs, along with other important phone numbers.
- ❑ Technology might not work during disaster, so keep contact information in family cell phones and another easily accessed location (wallet, purse, backpack, etc.).
- ❑ Inquire at work if family members should use special phone numbers to contact you during disasters.

[illegible]

## School/Daycare Emergency Response Procedures

School and daycare facilities have established emergency response procedures including emergency contact information and evacuation processes. Family members need quick access to this information in case your children are onsite when a disaster strikes. Contact each facility to learn about their specific plans and make notes in the tables provided below.

The student will be kept at school unless a parent or designated pre-identified adult checks them:

- ☐ Find out what type of authorization the school/daycare requires to release your children to a designated caregivers if you are unable to pick them up yourself.
- ☐ Develop and discuss your plan.
- ☐ Discuss with family that, as a healthcare provider or responder, you may need to help others after a disaster, and that your designated alternate may pick them up.
- ☐ Discuss with your children that if they are on their way to school, they should continue on to school and if they are on their way home, they should continue home.
- ☐ Make sure the facility has updated contact information for all family members and designated caregivers.
- ☐ Consider providing a small supply of any medications or other needs for your child that they would need if they are at school longer than the normal school day.

### Emergency Procedures for School/Daycare

Family Member		Facility Name
Address	Contact Number	Other Phone
Evacuation/Pick-up Procedures		
Other Emergency Procedures		



Family Member		Facility Name
Address	Contact Number	Other Phone
Evacuation/Pick-up Procedures		
Other Emergency Procedures		

Family Member		Facility Name
Address	Contact Number	Other Phone
Evacuation/Pick-up Procedures		
Other Emergency Procedures		

## Check-in with Designated Contacts

You may not be able to make local calls during a disaster; however, texting has proven resilient in a number of widespread and catastrophic disasters. Use texts rather than calls, whenever possible, and keep texts and calls as short as possible to minimize impact on communications. In addition, long distance calls can sometimes be made. By choosing emergency contacts that are both local and out-of-town, your family members can check in with them if you get separated.

- ☐ Designate local and out-of-town contacts that all family members know to check in with during an emergency.
- ☐ Identify out-of-town contacts located far enough away that they would probably not be affected by the same event.
- ☐ Let family and friends know that you are safe and well, or search for loved ones, at the American Red Cross Safe and Well Registry, <https://safeandwell.communityos.org>.

### Emergency Contact Information

	Local Emergency Contact	Out-of-town Emergency Contact
Family Member		
Physical Address		
Home/Main #		
Cell #		
Fax #		
E-Mail(s)		
Other Info		



## Alternative Meeting Locations

Identify places where family members will meet if they can't return home. One location should be within walking distance from your home and another should be further away from home (at a church, school, restaurant, park, etc.)

### Less Than 1 Mile From Home

<b>Name</b>	
<b>Address</b>	
<b>Specific Meeting Location</b>	

### Greater Than 1 Mile From Home

<b>Name</b>	
<b>Address</b>	
<b>Specific Meeting Location</b>	



# Shelter-in-Place or Evacuate

One of the first decisions before, during and after a disaster is whether to stay or go. Sheltering in Place is the preferred option when it is safe to do so. Fire, flood, storms, and similar events may require evacuating. In villages, the shelter is almost always the school. In urban areas, where there are numerous options for shelters, you may not know shelter options in advance, as shelters will be opened based on community need and an assessment that the shelter is safe to occupy. Check with your local emergency management office for more information.

## Shelter Information

Name	Name
Address	Address
What to Bring	What to Bring
Notes	Notes

## Emergency Radio and Television Stations

Radio	Television







# Family

## In this section...

Medical History for Family Members

 *Family Medical Information*

Alternative Care Plan for Dependents


 *Dependent Caregiver Information*

Alternative Care Plan for Pets

 *Pet Caregiver Information*

Pet Identification

 *Pet Information*

 *Pet Facility Contacts*

Evacuating Pets

Service Animals





## Medical History for Family Members

Having an accurate medical history for each family member is especially important when one or more family members have chronic or acute medical or other conditions. Use the following tables to record long-term medical conditions and/or diagnoses, prescriptions, and medical provider information so that family members can get the best possible care from emergency responders and during disaster recovery.

- ☐ Keep a copy of prescriptions and a current list of all medications.
- ☐ If family members have ongoing prescriptions for chronic medical conditions, ask their doctor for an extra two-week supply for emergencies. Pharmacies are sometimes closed immediately following a large community-wide disaster.
- ☐ If anyone in your family uses special equipment, including mobility aids, communication devices, hygiene supplies, and so on, list the equipment, location, size, vendor, and vendor contact information.
- ☐ Establish a personal support network of people who are familiar with and understand any special health needs in your household.

Alaska's ReadyNOW! toolkit provides a step-by-step guide for anyone with special medical needs, disabilities, or functional and access needs. You can find everything you or your family member needs at <http://ready.alaska.gov/health>.



Family Medical Information

Family Member	Blood Type	Primary Language	Date of Birth	SSN
Health Condition(s)				
Allergies/Foods to be Avoided				
Medication(s)		Dosage	Frequency	
Primary Medical Provider		Specialty	Phone Number	
Office Name		Office Address		
Additional Provider Information				



Family Member	Blood Type	Primary Language	Date of Birth	SSN
Health Condition(s)				
Allergies/Foods to be Avoided				
Medication(s)	Dosage	Frequency		
Primary Medical Provider	Specialty	Phone Number		
Office Name	Office Address			
Additional Provider Information				

Family Member	Blood Type	Primary Language	Date of Birth	SSN
Health Condition(s)				
Allergies/Foods to be Avoided				
Medication(s)		Dosage	Frequency	
Primary Medical Provider		Specialty	Phone Number	
Office Name		Office Address		
Additional Provider Information				



Family Member	Blood Type	Primary Language	Date of Birth	SSN
---------------	------------	------------------	---------------	-----

Health Condition(s)

Allergies/Foods to be Avoided

Medication(s)	Dosage	Frequency

Primary Medical Provider	Specialty	Phone Number
--------------------------	-----------	--------------

Office Name

Office Address

Additional Provider Information

Family Member	Blood Type	Primary Language	Date of Birth	SSN
Health Condition(s)				
Allergies/Foods to be Avoided				
Medication(s)		Dosage	Frequency	
Primary Medical Provider		Specialty	Phone Number	
Office Name		Office Address		
Additional Provider Information				



## Alternative Care Plan for Dependents

In the event normal school/daycare/caregiver is not available, make alternative arrangements for dependent care through family or designated caregivers.

- ☐ Ensure that designated caregivers are able and willing to provide care for your dependents during a disaster.
- ☐ Understand employer policies related to bringing children and adult dependents to work during disasters.
- ☐ Identify at least four possible caregivers to ensure coverage.

### Dependent Caregiver Information

<b>Name</b>		
<b>Physical Address</b>		
<b>Home/Main #</b>		
<b>Cell #</b>		
<b>E-Mail</b>		
<b>Summary of Plan for Providing Care</b>		



Name		
Physical Address		
Home/Main #		
Cell #		
E-Mail		
Summary of Plan for Providing Care		

## Alternative Care Plan for Pets

As part of your family, your pets depend on you to take care of them. By completing the following steps, you can help ensure the health and safety of your pets during disasters.

- ☐ Ask a neighbor, friend or family member to care for your pets if you are unable to return home when expected. Make sure they are trustworthy, familiar with your pets, pet supplies and have a key to your home.
- ☐ Identify at least four possible caregivers to ensure coverage.
- ☐ Ask friends and relatives outside your immediate area if they would be willing to care for your pet.







Pet Caregiver Information

Name		
Physical Address		
Home/Main #		
Cell #		
E-Mail		
Summary of Plan for Providing Care		

Name		
Physical Address		
Home/Main #		
Cell #		
E-Mail		
Summary of Plan for Providing Care		

## Pet Identification

For each of your pets, list their current age, breed, color, any existing medical conditions and medications in the table below.

### Pet Information

Name	Age & Breed	Medical Conditions & Medications	ID Type & Number

### Pet Facility Contacts

Veterinarian Name	Kennel/Boarding Name
Phone Number	Phone Number
Physical Address	Physical Address

## Evacuating Pets

If you need to evacuate, do not forget about your pets. Make sure the pets are welcome where you are going or place them with your pet caregivers. Some shelters make pet sheltering options available; however, you should not base your plan on this assumption. Either way, make sure you have the supplies and identification needed so they stay safe and cared for.

- ☐ Ensure you have a leash, collar and/or harness for dogs and cats.
- ☐ Clearly label all carriers with your name, pet's name, address and phone number.
- ☐ Make photocopies of important pet documents including: vaccination records, registration information and microchip information to store in evacuation kits.
- ☐ Take photos of your pets with you in case you need to be reunited with them.



## Service Animals

Service animals are not pets and are always welcome at shelters. The Americans with Disabilities Act for title II and III currently define a service animal as a dog (or, in certain instances, miniature horses) that is individually trained to do work or perform tasks for a person with a disability. Local shelters may choose to adopt less stringent criteria that allow other animals that support living independently.



# Property

## In this section...

Insurance

 *Insurance Policies*

Vital Records and Financial Information

Financial Information

 *Financial Accounts*


Emergency Supplies and Kits

Evacuation Go-Kits

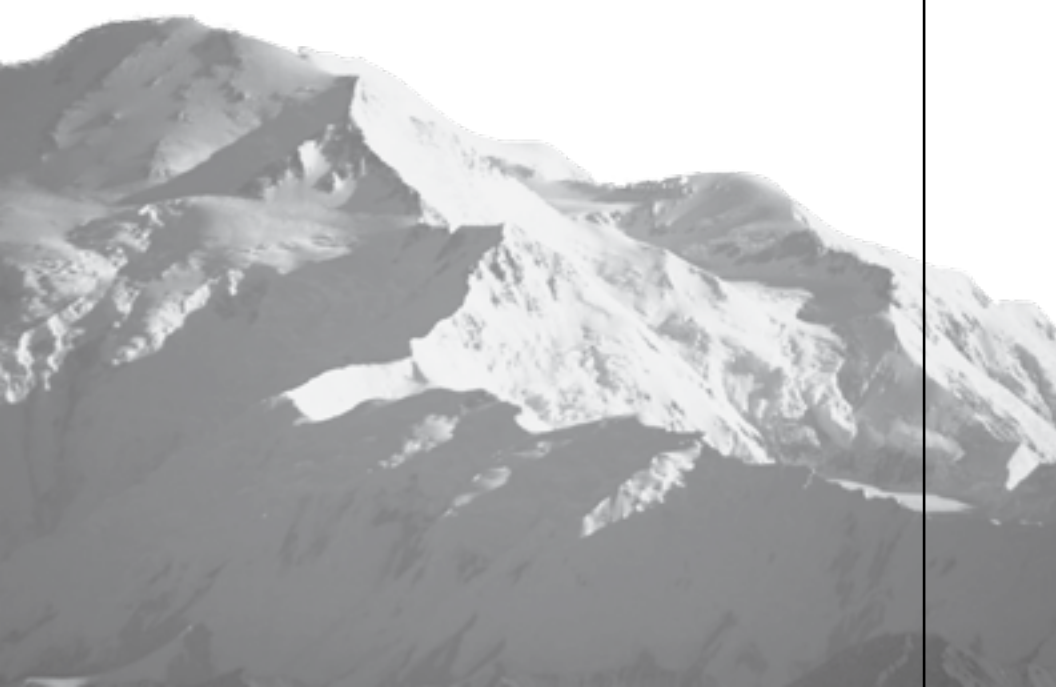
Vehicle/Winter Survival Kit

 *Location of Emergency Supplies*

Home Utility Controls

 *Home Utility Location & Shut-off Instructions*

 *Home Utility and Service Providers*





# Insurance

Protect yourself and speed up the disaster recovery from loss by having adequate insurance coverage and by keeping your financial information organized.

- ☐ Review homeowner/renter, medical, life, automobile and other insurance policies to ensure coverage is adequate for your current needs. Be sure to ask about coverage following disasters.
- ☐ Make an inventory list of all household goods and take photos. Keep this information in a safe, secure location with other vital records. You will need your policy and inventory list when you have to file a claim.
- ☐ Consider mailing this information to a trusted family member or friend. Better yet, encourage them to do the same. Another backup is to keep information on a flash drive in a safe location.
- ☐ If you are affected by a disaster, contact your insurance company. Ask about making emergency repairs, documentation requirements, if they will pay for living expenses, and how that affects the amount you ultimately receive.

## Insurance Policies

Type of Policy	Insurance Agency	Office Phone 24 Hour Phone
Insured		Policy #
Coverage Description		

Type of Policy	Insurance Agency	Office Phone 24 Hour Phone
Insured		Policy #
Coverage Description		



<b>Type of Policy</b>	<b>Insurance Agency</b>	<b>Office Phone</b>
		<b>24 Hour Phone</b>
Insured		Policy #
Coverage Description		

<b>Type of Policy</b>	<b>Insurance Agency</b>	<b>Office Phone</b>
		<b>24 Hour Phone</b>
Insured		Policy #
Coverage Description		

## Vital Records and Financial Information

Readily accessible records and financial information will help ensure a quicker recovery. Make two copies of all vital records and keep in a safe, waterproof/fireproof container, on an encrypted flash drive you carry with you, or with a trusted out-of-state family member or trusted friend. If you opt for cloud (Internet-based) storage, address security issues and be aware that access in a disaster may not be possible. Include account numbers and institution contact information, but keep passwords or PIN numbers in a different location unless information is encrypted. Critical documents include:

- Health and medical records, including immunization records
- Passports, social security cards, and tribal identification cards
- Checking, savings, retirement, certificate of deposit and other financial accounts and numbers
- Credit card accounts and numbers
- Insurance policies, contracts, deeds, investments
- Records such as birth and marriage certificates, custody and other legal agreements
- Wills, Living Will, Power of Attorney
- Inventory of household goods



## Emergency Supplies and Kits

Keep enough supplies in your home to survive on your own for at least five days. If possible, keep these materials in a separate container or special area and let family members know that these supplies are for emergencies only. Check the expiration dates of food and update your kits quarterly when you also review this plan. Many of these items can be purchased as a ready-made kit online.

The Alaska Division of Homeland Security and Emergency Management (DHS & EM) has a weekly plan to build your kit. In 6 months, your kit is complete! Find it at <http://ready.alaska.gov>

### Food, Water and Supplies

- ☐ One gallon of water per person per day in sealed, unbreakable containers marked with storage date
- ☐ Non-perishable, ready-to-eat, dated foods usable without electricity, such as peanut butter, canned meat, vegetables, fruit, juice, soup, cereal, graham crackers, salt, high energy snacks, dried fruits and nuts
- ☐ Specialty foods, such as infant formula, baby food, and items for special dietary needs, along with bottles and other supplies
- ☐ Comfort foods such as sweet and salty snacks
- ☐ Manual can opener
- ☐ Disposable cups, plates, napkins and utensils
- ☐ Plastic wrap, aluminum foil, assorted plastic containers with lids

### Light, Warmth, and Communications

- ☐ Waterproof matches, multiple flashlights with batteries, safety lights, or light wands kept in a waterproof container (use safety precautions when using candles)
- ☐ Blankets, clothing, waterproof boots and outdoor gear that is able to protect you from the harsh Alaskan climate. Include at least one change of clothes and shoes per person.
- ☐ Whistle for each family member
- ☐ Battery operated or hand crank NOAA AM/FM radio and a telephone that does not rely on electricity
- ☐ Extra batteries for all electronic devices separate from the device they are meant to operate

### Sanitation

- ☐ Personal hygiene items: soap, feminine products, toothbrush and toothpaste, denture care supplies, shaving kits, facial tissue.
- ☐ Instant hand sanitizer and moist towelettes
- ☐ Personal hygiene products for infants, elders, and others, such as infant diapers and incontinence supplies
- ☐ Plastic bucket with tight lid for toileting needs/honey bucket supplies, including disinfectant
- ☐ Trash bags for waste

- ☐ Plastic sheeting (multiple uses)
- ☐ Iodine tablets or one quart of unscented bleach (for disinfecting water ONLY if directed to do so by health officials) and eye dropper (for adding bleach to water)

### **Health and Medical Supplies**

- ☐ First aid kit appropriate for your needs, including scissors, tweezers, needles, thermometer, tongue depressors, petroleum jelly
- ☐ Rubbing alcohol, antiseptic ointment, liquid antibacterial soap, disposable hand wipes, disinfectant, eyewash
- ☐ Sterile gloves and dressings
- ☐ Non-prescription medications, such as anti-diarrhea medications, pain relievers
- ☐ Durable medical equipment, such as walker, wheelchair, hearing aids, along with alternate power sources (batteries and generators)
- ☐ Extra prescription and non-prescription glasses and sunglasses

### **Pet Supplies**

- ☐ Two-week supply of food and clean water (1 gallon/day) for each pet
- ☐ Two-week sanitation supply of sanitation items such as pick-up bags, litter or shavings and containers for each pet
- ☐ Collar, leash, ID tags, and pet carrier for each pet
- ☐ Two-week supply of pet medications and pet first aid kit
- ☐ Toys for quiet activity for each pet

### **Tools, Equipment, and Supplies**

- ☐ Pliers, screwdriver set, and hammer
- ☐ Pry bar
- ☐ Camping or utility knife
- ☐ Work gloves, safety goggles, and disposable dust masks
- ☐ Cotton or hemp rope
- ☐ Duct tape

### **Miscellaneous**

- ☐ Books, games, puzzles, cards or other quiet activities
- ☐ Sewing kit
- ☐ Specialty items for anyone in your family with medical or other needs

### **House Preparedness**

- ☐ Strapping and fasteners for water heater, bookcases, computers, and other items
- ☐ Child-proof latches and fasteners for cupboards
- ☐ Quakehold museum putty to secure items on shelves





## Evacuation Go-Kits

Every household should consider assembling one or more Go-Kits – portable collections of items you might need in the event of an evacuation. Go-Kits should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. Buckets with lids give each person their own kit, along with a place to sit. Go-Kits should be easily accessible if you have to leave your home in a hurry. Make sure every family member knows where kits are located.

Healthcare providers and first responders should have their own Go-Kits in case they deploy separately from family members.

### Family Go-Kit

- ☐ Copies of your important documents in waterproof and portable container
- ☐ Extra set of car and house keys
- ☐ Credit and ATM cards and at least \$50 in cash
- ☐ Bottled water and nonperishable food such as granola bars
- ☐ Flashlight
- ☐ Copy of Family Disaster Plan
- ☐ Medication and other essential personal and sanitation items
- ☐ First aid kit
- ☐ Child care or other special care items
- ☐ Change of clothes, rain gear and sturdy comfortable shoes
- ☐ Special items for infants, elderly or disabled family members

### Pet Go-Kit

- ☐ Food and water containers with clean water for each day
- ☐ A leash/muzzle/harness
- ☐ A copy of all current vaccination and health records, license numbers and microchip numbers
- ☐ A pet carrier, crate or cage
- ☐ Plastic bags for pick-up or litter
- ☐ Photo of your pet

### Personal Go-Kit – At Home and Work

- ☐ Essential food, water and supplies for at least three days
- ☐ Include comfortable walking shoes and/or boots
- ☐ Emergency/out-of-state contacts and copy of your completed Disaster Plan.
- ☐ Photocopy of ID and professional license/credentials.

## Vehicle/Winter Survival Kit

Vehicle go-kits are essential in Alaska's climate. In an emergency, a vehicle/winter survival kit could save your life and the lives of your passengers. Always keep your gas tank at least half-full and fill it when you are advised of a possible emergency.

- ☐ Windshield scraper and small broom
- ☐ Shovel
- ☐ Tow chain or rope
- ☐ Road salt, sand, or cat litter for traction
- ☐ Booster cables
- ☐ Duct tape and knife
- ☐ Emergency flares and reflectors
- ☐ Fluorescent distress flag and whistle to attract attention
- ☐ Flashlight with extra batteries
- ☐ Battery powered NOAA radio with extra batteries
- ☐ Water
- ☐ Food you can eat cold, including energy bars, jerky, raisins, etc.
- ☐ Waterproof matches and small candles
- ☐ First aid kit with pocket knife
- ☐ Necessary medications
- ☐ Extra hats, socks and mittens
- ☐ Blankets or sleeping bag
- ☐ Cell phone adapter to plug into lighter
- ☐ Fluorescent flag or tape to hang out your window
- ☐ Indelible marker and paper to leave note in front windshield in case you must leave the vehicle. Include name, address, phone numbers, and destination.
- ☐ Be sure your recreational vehicles also have a smaller kit as well.

## Location of Emergency Supplies

Description	Location
Emergency Supply Kit	
Vital Records & Document	
Insurance Policies	
Evacuation Go-Bags	



# Home Utility Controls

To ensure home preparedness and safety, household members should be comfortable with access and shut-off instructions for home utilities.

## Home Utility Location and Shut-off Instructions

Utility	Location	Access & Shut-off Instructions
Gas		
Electricity		
Water		
Sewer		
Other		
Other		

## Home Utility and Service Providers

Description	Company	Customer Service Phone
Gas		
Electricity		
Water		
Sewer		
Telephone		
Internet		
Cable/Satellite		
Cellular Phone		
Other		




# Work


## In this section...

Employer's Emergency Response Plan

Employee Response

 *Reporting During a Disaster*

Staff Support During Disasters

 *Staff Support Policies and Procedures*





## Employer's Emergency Response Plan

If Alaska's healthcare, social service and first responder delivery system is impacted by or responding to a disaster, your employer is counting on you to help them meet the community's needs. In addition to home preparedness planning, you can help provide this critical service by understanding your employer's expectations and disaster procedures in advance.

- ❑ Participate in disaster exercise to reinforce your understanding of your Employer's Emergency Response Plan and your role during response.
- ❑ Ask your employer what steps they are taking to ensure the safety and well-being of their employees during a disaster. They may have policies, plans and supply caches especially for emergencies.
- ❑ Ask your employer what support services they plan to provide during an emergency. Some employers have plans to provide daycare, pet care, and other services.
- ❑ Responders should prepare to cope with long hours. Talk to your supervisor about changes in shifts or hours during an emergency.
- ❑ Participate in training opportunities related to emergency preparedness and response.





## Employee Response

During disasters, healthcare, social service, and first responder agencies may need all of their employees to be available for work. Know when and where to report for work after you have ensured your family's safety. It's important to be realistic with your family and your employer about your ability to respond to work during and following a disaster.

You are an essential part of your organization's ability to be ready to respond. Learn about or review your organization's Continuity of Operations Plan (COOP). Continuity planning addresses the way organizations respond to and recover from emergencies and disasters. For more information, see <http://ready.alaska.gov/plans/continuity.htm>.

### Reporting During a Disaster

Family Member	
Employer Name	
How to know when employer is in response mode	
When to report	
Where to report	

Family Member	
Employer Name	
How to know when employer is in response mode	
When to report	
Where to report	



Family Member	
Employer Name	
How to know when employer is in response mode	
When to report	
Where to report	

## Staff Support During Disasters

Some employers may plan to provide additional support to employees during disasters. Discuss the following topics with your supervisor so you can prepare better at home and know what to expect.

### Staff Support Policies and Procedures

Family Member		Employer
	Policy	Procedures
Supervision/ care provided for dependents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Supervision/care provided for pets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Food provided for staff and/or family members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Housing provided for staff and/or family members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	



Family Member	Employer	
	Policy	Procedures
Supervision/ care provided for dependents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Supervision/care provided for pets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Food provided for staff and/or family members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Housing provided for staff and/or family members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	

Family Member	Employer	
	Policy	Procedures
Supervision/ care provided for dependents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Supervision/care provided for pets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Food provided for staff and/or family members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	
Housing provided for staff and/or family members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	





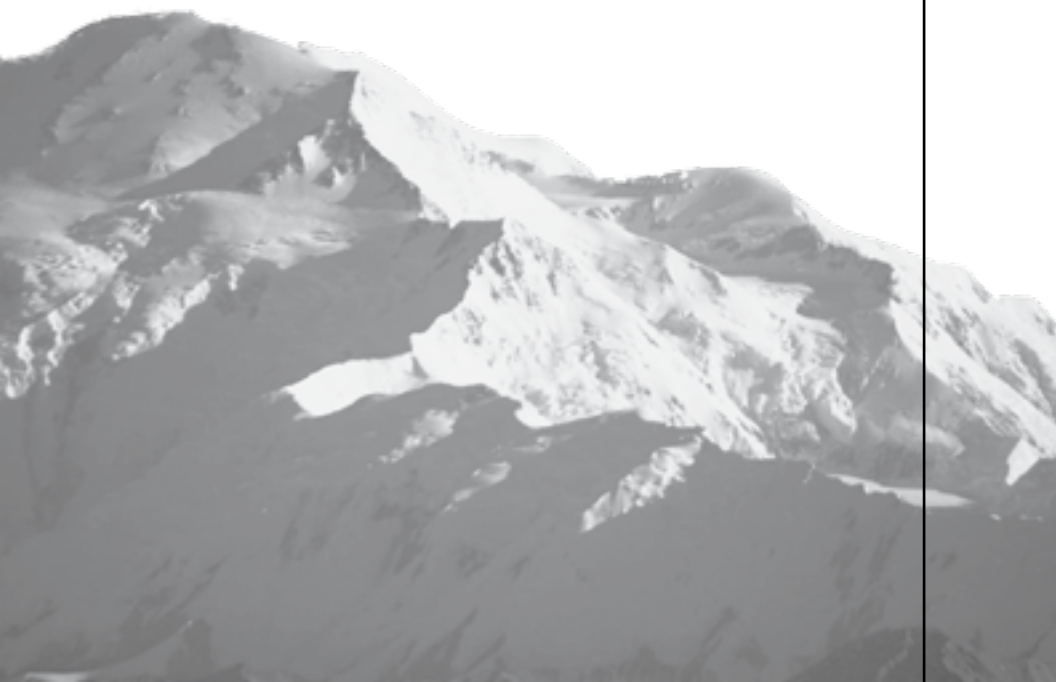


# Volunteering

## In this section...

Volunteering Your Time During a Disaster

Volunteer Organizations in Your Community





## Volunteering Your Time During a Disaster

If you are in the affected area, your first priority should be your family, followed by your employer. Volunteer only when released by your employer.

To maximize the likelihood your volunteered skills will be used appropriately, follow the guidelines below before volunteering your service during a disaster.

- Never show up to volunteer at any agency or facility unless a public request for assistance has been made by local officials.
- Always carry a valid copy of your professional license and contact information for medical malpractice insurance carrier with you.

If the disaster is outside your area, emergency officials may request healthcare and other workers to respond to and recover from their disaster. Always respond as part of an official group or to a specific request. Spontaneous volunteers who are not attached to a group create additional hardships for the affected area. Alaska Respond is a statewide network of licensed healthcare providers who may be able to assist/respond during a disaster if they are not needed in their community or if their locale is not affected.

## Volunteer Organizations in Your Community

Consider contacting one of the following:

Alaska Respond	<a href="http://www.akrespond.alaska.gov">www.akrespond.alaska.gov</a>
Alaska-1 Disaster Medical Assistance Team	<a href="http://www.ak1dmat.com">www.ak1dmat.com</a>
American Red Cross of Alaska	<a href="http://www.alaska.redcross.org">www.alaska.redcross.org</a>
Alaska Voluntary Organizations Active in Disaster (AKVOAD)	<a href="http://www.akvoad.org">www.akvoad.org</a>
Local Emergency Planning Committees (LEPCs)	<a href="http://www.ready.alaska.gov">www.ready.alaska.gov</a>
Community Emergency Response Teams (CERT)	<a href="http://www.citizenecorps.gov">www.citizenecorps.gov</a>
Medical Reserve Corps	<a href="http://www.medicalreservecorps.gov">www.medicalreservecorps.gov</a>

## Publication Information

*Ready to Respond* was developed by Health Emergency Response Operations (HERO), Section of Emergency Programs, Division of Public Health, Department of Health and Social Services.

## Publication Credits

*Graphic Design*  
*Printing*

Beacon Publishing & Design, Anchorage, AK  
Great Originals Inc., Anchorage, AK



**This document available online:**

**<http://dhss.alaska.gov/dph/Emergency/Pages/prepared/default.aspx>**

**For more information about this document  
or to request copies, contact 907-334-2242.**